

1. GENERAL

This Notice establishes a continuing program for improving reports and reporting systems, and preventing nonessential reporting.

2. DEFINITIONS

- a. Report An account or statement of information in written narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.
 - (1) Administrative or Management Report . A report that provides for administrative or management control over an activity or operation, as distinguished from an operational or intelligence report.
 - (2) Recurring Report. A report for which there is a standing requirement for its submission. It may be either a periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.), or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics (e.g., report of an accident).
 - (3) One-Time Report. A special report required one time only. A new directive must be issued each time such a report is required.
 - (4) Feeder Report. A report which supplies data needed to prepare another report.
 - (5) Voluntary Report. A report submitted voluntarily to fill an assumed or known need for information.
 - (6) Internal Report. A report submitted solely within a DD/S Office or Staff.
 - (7) External Report. A report required from, or prepared for, any organization outside a DD/S Office or Staff.
- b. Reports Management Officer. An official responsible for an Office or Staff reports management program.
- c. Report Directive. The written requirement and instructions for making a report.
- d. Requiring Component . The component which issues the report directive. This definition also includes those components which prepare voluntary reports.

- e. Reports Control Symbol. An identifying symbol assigned to an approved requirement for a report. A symbol is composed of a prefix indicating whether the requirement is for an external or internal report, the abbreviation "Rep" for report, and the numerical designation of the reporting requirement. The prefix "S" for "Support" shall be used to identify external reports, e.g., S-Rep-1. An internal feeder report shall bear the same symbol as that assigned to the basic requirement by higher echelon, except the organizational designation of the subordinate component collecting the data shall be included in the symbol prefix, e.g., S-LO-Rep-1. Symbols for all other internal reports shall be in a separate series for each Office or Staff. The prefix will be the organizational designation of the requiring component; numerical designations will be assigned in consecutive order as reporting requirements are approved, e.g., LO-Rep-1, LO-Rep-2, etc. Symbols for one-time reports will include the letters "OT" in parentheses after the numerical designation, e.g., LO-Rep-4 (OT)

3. PROGRAM ADMINISTRATION AND SCOPE

- a. All components under the DD/S shall participate in the program on a decentralized basis. That is, each Office or Staff is responsible for establishing measures to control and improve internal reports and to coordinate requirements for external reports with the Management Advisor for Reports, Management Staff. Such coordination will provide each decentralized program with top-level support and management assistance, and ensure that overall objectives of the DD/S program are realized. The Management Advisor for Reports and the Office and Staff Reports Management Officers will comprise a panel to resolve reporting problems of mutual concern to all components.
- b. With the exception of the types of documents listed in Attachment 1, each Office or Staff program shall cover all administrative or management reports, either recurring or one time:
 - (1) Submitted internally between divisions and staffs.
 - (2) Received from or submitted to other headquarters components, domestic or overseas field installations, or organizations, Federal or private, outside the Agency.

Controls over internal reports submitted across organizational lines below the division or staff level may be established if considered necessary by an Office or Staff.

4. POLICIES

- a. Report Directives. Requirements for reports and rescissions thereof shall be stated in writing.
- b. Essentiality. Reports shall be required only to collect essential information, as distinct from that which is merely interesting or informative.
- c. Duration and Frequency. Reporting requirements shall be continued only as long and submitted only as frequently as circumstances dictate.

- d. Consolidation. Related reports in the same subject matter area shall be consolidated wherever possible.
 - e. Summarization. Reports shall be summary in nature insofar as practicable, and devoid of unnecessary detail.
 - f. Economical Procedures. Reporting procedures shall be as simple and direct as possible. Existing basic records shall be employed as sources to the fullest extent. Methods of preparing and transmitting reports shall be the most economical consistent with the end use of the required information. Reports that are self-identifying shall be forwarded without transmittal correspondence.
 - g. Creation Control. The following controls shall be maintained:
 - (1) Each proposal to establish or revise an internal report shall be approved by the Office or Staff Reports Management Officer. Each proposal to establish or revise an external report shall be coordinated with the Management Advisor for Reports, Management Staff.
 - (2) Each approved requirement for a report shall be assigned a reports control symbol. Reports exempted from control shall be so identified. Reports control symbols or exemption statements shall be cited in report directives and in reports submitted accordingly. Personnel receiving a report directive which does not cite either a reports control symbol or an exemption clause shall so notify their Reports Management Officer and defer complying with the directive pending notification that the reporting requirement has been approved by appropriate authority.
 - (3) Existing sources of information shall be publicized through published lists of current reporting requirements. Attachment 3 is the current list of approved requirements for external reports. Any requirements in effect upon the publication of this notice, but which are not listed in Attachment 3, are invalid. Components in receipt of such requirements shall notify their respective Reports Management Officer and defer complying with the requirements pending notification that they have been approved.
 - h. Reappraisals. Existing reporting requirements approved in accordance with this Notice shall be reappraised at least annually. New or revised requirements shall be reappraised initially within three months after submission of the first report and annually thereafter.
5. RESPONSIBILITIES
- a. The Management Advisor for Reports, Management Staff, shall:
 - (1) Direct and coordinate the overall program by providing staff guidance and all basic plans, policies, and procedures.
 - (2) Collaborate with requiring components in developing and establishing requirements for external reports, and whenever practical, coordinate such activity with components which will be responsible for preparing reports.
 - (3) Reconcile disagreements over requirements for reports between requiring and preparing components. Unreconcilable issues shall be submitted to the DD/S for a determination.

- (4) Assign reports control symbols to approved requirements for external reports.
 - (5) Conduct studies and reappraisals of, maintain records on, and publish lists of requirements for external reports.
 - (6) Serve as Chairman of the DD/S Reports Management Panel.
- b. Each Office Director or Staff Chief Shall:
- (1) Ensure that an active program for controlling and improving reports is carried out within his organization.
 - (2) Designate an official to serve as Reports Management Officer for his component. The name of this official shall be furnished the Management Advisor for Reports, Management Staff.
- c. Each Office or Staff Reports Management Officer Shall:
- (1) Review and approve requirements for internal reports, and coordinate requirements for external reports with the Management Advisor for Reports, Management Staff.
 - (2) Assign reports control symbols to approved requirements for internal reports.
 - (3) Conduct studies and reappraisals of, maintain records on, and publish lists of requirements for internal reports.
 - (4) Serve as a voting member on the DD/S Reports Management Panel.
6. PROCEDURES
- a. Request for Approval of a New or Revised Reporting Requirement.
Any proposal to establish or revise a reporting requirement shall be submitted to the appropriate Office or Staff Reports Management Officer. The originator shall submit the following material:
- (1) An original and one copy of Form No. 142 (Attachment 2).
 - (2) An original and one copy (in draft form) of the proposed report directive, including all forms, instructions, and procedures proposed to be issued.
 - (3) Any additional supporting material that will assist approving officials with their review.

If the proposal concerns an external report, the Records Management Officer shall place his recommendations on a copy of the Form No. 142 submitted to him, and forward it with a copy of all supporting material to the Management Advisor for Reports, Management Staff.

- b. Transmitting copies of Report Directives. Immediately upon issuing a directive which initiates, revises, or rescinds a reporting requirement, the originator shall forward a copy of the directive to the Reports Management Officer of his component. A copy of all new directives having a bearing on external reports shall also be furnished the Management Advisor for Reports, Management Staff, by the appropriate Reports Management Officer.

Deputy Director
(Support)

ATTACHMENTS:

1. Types of Reports and Documents
Exempted from the Program
2. Form No. 142
3. List of Approved
DD/S Reporting Requirements